



Tip of the Month – July 2003

Creating External Shortcuts

Do you get frustrated because every time you want to open an application while you're working in Great Plains you have to first minimize Great Plains and then click the icon on your desktop? Now you can add a shortcut to external applications on your Great Plains Shortcut Bar. Here's how:

- Open Microsoft Great Plains
- Open your Shortcut Bar
- Click on 'Add'
- Select 'External Shortcut'
- Enter a name for your shortcut
- Browse your computer for the application (e.g. Excel)
- Click 'Add'
- To open the application, click on the new shortcut you created